SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

ACCOUNT CLERK TYPIST - #10-400

DATE OF EXAMINATION	*Examination Fee - $7.50	LAST FILING DATE
OCTOBER 02, 2004 (Written)		SEPTEMBER 15 , 2004

SALARY: GRADE 7 - $22,156.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within Schoharie County departments as well as school systems, towns and villages.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady county for at least 30 days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:
A. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by courses
     in keyboarding/typing and bookkeeping; or
B. One year of experience in maintaining fiscal accounts and records requiring the operation of a keyboard or typewriter; or
C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
The education requirements must be satisfied before the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in the clerical field working with arithmetic computations. Work is primarily of a routine nature and involves substantial operation of a keyboard or a typewriter in the application of standard account keeping practices in maintaining and reviewing financial accounts and records. Employees work under general supervision performing standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

SUBJECT OF EXAMINATION: There are two parts to this examination; written and performance. You must pass each portion in order

to receive a grade.

PERFORMANCE TEST: A performance test will also be held at a later date, to be announced. The test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using simulated databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test. When you begin the testing program you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test.

The test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating on this test will be based on the amount of data entered and on the accuracy of those entries.

RETEST POLICY: Candidates who fail the typing performance will be permitted a retest which will be given on the same day.

WAIVER POLICY: If a candidate has already passed a civil service typing exam at 35 words per minute or higher within the last five years from the date of the written test and can submit verifiable evidence containing the title, location of test, test date and passing speed, a waiver may be considered.

WRITTEN EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:
1. Clerical operations with letters and numbers;
2. Arithmetic computation without calculators; and
3. Arithmetic reasoning
CALCULATORS PROHIBITED

EXPANDED SUBJECT DESCRIPTION –
1. *CLERICAL OPERATIONS WITH LETTERS AND NUMBERS*– These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

2. *ARITHMETIC COMPUTATION **WITHOUT CALCULATORS***– These questions test your ability to do addition, subtraction, multiplication and division. Questions may also involve fractions, decimals, averages, and percents. You may **NOT** use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

3. *ARITHMETIC REASONING* – These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

• The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov.

ISSUE DATE: AUGUST 06, 2004   SEE REVERSE SIDE
REVISED DATE: AUGUST 13, 2004, (PERFORMANCE TEST)

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.